

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**NUTRITION FOOD MANAGEMENT CONSULTANT**

**JOB DESCRIPTION**

Employees in this job complete or oversee a variety of professional assignments to assist local school administrators, health care professionals, and community groups in developing or maintaining nutrition and food service programs, and in the development of policy pertaining to clinical nutrition.

There are four classifications in this job.

**Position Code Title – Nutrition Consultant-E**

**Nutrition Consultant 10**

This is the intermediate level. The employee performs an expanding range of professional nutrition/food management consultant assignments in a developing capacity.

**Nutrition Consultant P11**

This is the experienced level. The employee performs a full range of professional nutrition/food management consultant assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Nutrition Consultant-A**

**Nutrition Consultant 12**

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

**Position Code Title – Nutrition Consultant-2A**

**Nutrition Consultant 13**

This is the second advanced level. The employee serves in a capacity identified by the agency and accepted to Civil Service as highly complex in nature.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Consults with local and state agency personnel, school administrators, managers and food services personnel in the management and operation of food service programs, selection and utilization of kitchen equipment, food purchasing, menu planning, kitchen safety, sanitation, and in the development of policies related to clinical nutrition.

Advises local agency personnel, school boards, health care facilities, programs, and boards in establishing and maintaining nutrition care, nutrition education, clinical nutrition, dietary, and food service programs.

Develops policies, procedures, and guidelines for the nutrition and dietary components of a health care program.

Plans and conducts surveys and evaluates the nutrition and dietary components of assigned programs for conformance with state and federal licensure certification rules and regulations.

Reviews plans for new construction and/or renovation of dietary and food service departments.

Conducts nutritional investigations, epidemiological studies; carries out demonstration and research projects related to health issues.

Instructs patients, families, and health care staff in individualized clinical nutrition, general nutrition principles, and food selection and preparation.

Develops food preparation, and kitchen and menu planning standards; investigates complaints, reports violations, and makes recommendations for improvements as required.

Adapts research developments and current concepts in general nutrition, clinical nutrition, food service systems/equipment, disease prevention, and other areas to meet practical considerations and resolve problems related to nutrition and food service programs.

Prepares, publishes, and evaluates lay and technical reports and publications.

Consults with and provides technical assistance to survey teams in the evaluation of food and nutrition programs.

Provides expert testimony in administration hearings relative to dietetic/environmental nutrition program violations.

## **NUTRITION FOOD MANAGEMENT CONSULTANT**

### **PAGE NO. 3**

Develops and presents nutrition and consumer education workshops.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **Additional Job Duties**

#### **Nutrition Consultant 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Nutrition Consultant 12 (Senior Worker)**

Performs on a regular basis professional nutrition/food management consultant assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

#### **Nutrition Consultant 13**

Performs on a regular basis professional nutrition/food management consultant assignments that are identified by the agency and accepted by Civil Service as highly complex in nature.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced levels.

Knowledge of the laws and regulations pertaining to food and nutrition licensure and certification activities.

Knowledge of the methods, equipment, and supplies used in food service programs.

Knowledge of the principles of human nutrition.

Knowledge of clinical nutrition principles and practices.

Knowledge of program planning and evaluation.

Knowledge of techniques used to conduct nutrition and food service investigations.

Knowledge of community organization and resources.

Ability to provide advice and assistance to local agencies regarding nutrition programs.

Ability to formulate treatment plans and make clinical judgements involving clinical nutrition.

Ability to instruct others in individualized clinical nutrition, general nutrition principles, and food selection and preparation.

Ability to analyze the conditions and needs of health care facilities and school programs and make recommendations.

Ability to inspect and evaluate food preparation and service for conformance with standards.

Ability to speak before groups.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**Additional Knowledge, Skills, And Abilities**

**Nutrition Consultant 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Nutrition Consultant 12 (Senior Worker)**

Performs on a regular basis professional education consultant assignments, which have been recognized by Civil Service as more complex than those assigned at the experienced level.

**Nutrition Consultant 13 (Second Advanced Worker)**

Knowledge of a specialized area of nutrition/food management that has been identified by the agency and accepted by Civil Service as highly complex in nature.

**Working Conditions**

None.

**Physical Requirements**

None.

**Education**

Possession of a master's degree in human nutrition, or in public health, with courses in human nutrition.

## **NUTRITION FOOD MANAGEMENT CONSULTANT**

**PAGE NO. 5**

### **Experience**

#### **Nutrition/Food Management Consultant 10**

One year of professional (post-master's) experience equivalent to a Nutrition/Food Management Consultant in state service.

#### **Nutrition/Food Management Consultant P11**

Two years of professional (post-master's) experience equivalent to a Nutrition/Food Management Consultant in state service, including one year equivalent to a Nutrition/Food Management Consultant 10.

#### **Nutrition/Food Management Consultant 12**

Three years of professional (post-master's) experience equivalent to a Nutrition/Food Management Consultant in state service, including one year equivalent to a Nutrition/Food Management Consultant P 11.

#### **Nutrition/Food Management Consultant 13**

Four years of professional (post-master's) experience equivalent to a Nutrition/Food Management Consultant in state service, including two years of experience equivalent to the Nutrition/Food Management Consultant P 11, or one year of experience equivalent to the Nutrition/Food Management Consultant 12.

### **Special Requirements, Licenses, and Certifications**

Registration as a Dietitian.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

NUTRTNCST

### **Job Code Description**

Nutrition Consultant

### **Position Title**

Nutrition Consultant-E

Nutrition Consultant-A

Nutrition Consultant-A

Nutrition Consultant-2A

### **Position Code**

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### **Pay Schedule**

W-22-026

W22-029

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W22-030